



U.S. Election Assistance Commission  
1335 East West Highway, Suite 4300  
Silver Spring, MD 20910

*Sent Via Electronic Transmission*

June 12, 2019

Emma Best  
Muckrock News

E-mail: [73650-49243519@requests.muckrock.com](mailto:73650-49243519@requests.muckrock.com)

Re: FOIA Request 19-000015

Dear Ms. Best:

This letter acknowledges the U.S. Election Assistance Commission's receipt of your Freedom of Information Act Requests (FOIA No. 19-000015) received on May 21, 2019. You have requested the following records:

Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation

\* A copy of the agency's first perfected (successful) FOIA request

\* Copies of other FOIA requests filed before the FOIA request described above

\* Processing notes, search slips and response documents regarding the FOIA requests described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests

\* A copy of the agency's first successful FOIA appeal

\* Copies of other FOIA appeals received by the agency before the appeal described above

\* Processing notes, search slips and response documents regarding the FOIA appeals described above

\* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

Your request is under review and will be processed as expeditiously as possible. Please do not hesitate to contact us if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Clifford D. Tatum".

Clifford D. Tatum, FOIA Officer  
General Counsel  
U.S. Election Assistance Commission

Attachment: FOIA Request 19-000015